

UM-Dearborn Connect



*Information, Features, and Instructions
for
Faculty*



Table of Contents

	<i>Page</i>
I. Main Menu	3
A. Access the Main Menu of UM-Dearborn Connect	3
B. Entering the Secure Area	3
C. Class Schedule Outside of Secure Area	3
D. Course Catalog Outside of Secure Area	4
II. Faculty Services Menu	7
A. Class Roster/Class List	7
B. Waitlist	7
C. Your Teaching Schedule	8
D. Final Grades	9
E. E-mail All Students in a Class	9
F. E-mail All Waitlisted Students in a Class	10
G. Recording Office Hours	11
H. Entering Syllabus Information	12
I. View Active Assignments	12
J. View Assignment History	13
K. Viewing Course Catalog and Class Schedule within Secure Area	13
III. Personal Information Menu	14
A. Change Security Question	14
B. Update Emergency Contacts	14
C. Update Marital Status.....	14
D. Change Your Pin	14
IV. Web site: Web for Faculty Resources.....	16

I. Main Menu

A. Access the Main Menu of **UM-Dearborn Connect**

Access the Main Menu of **UM-Dearborn Connect** by clicking the **UM-Dearborn Connect** logo located on various pages in the UM-Dearborn website (from the UM-Dearborn website main page [<http://www.umd.umich.edu>], click Faculty and Staff); or directly at <http://web-sis.umd.umich.edu>.



B. How to Enter the Secure Area of **UM-Dearborn Connect**

Access the Main Menu of **UM-Dearborn Connect** by clicking the logo, or directly at <http://web-sis.umd.umich.edu>.

- Click on **Enter Secure Area**
- Enter your **USER ID** (your 8-digit UMID/EMPL ID)
- Enter your **PIN** (six-digit assigned or user created number).
- Click the **Submit** button

- During your first login into the system, you will be required to enter a security question and answer. If you forget your PIN, this Q&A will enable you to reset your PIN and gain access to your information without administrative assistance.

- If you cannot remember your PIN, click the '**Forgot PIN?**' button. Answer the question that you previously recorded. You will be required to change your PIN at this time and access will be granted. If you are still unable to access the system, your PIN may be reset or obtained in person at the Office of Registration and Records (1169 UC), or via an e-mail request at registrars@umd.umich.edu.
- The Secure Area **Main Menu** is returned.

C. Class Schedule Outside of Secure Area

1. Go to **UM-Dearborn Connect**
2. From the Main Menu select **Class Schedule**

Class Schedule Search

The following procedure explains how to search for classes in the **Class Schedule**.

1. The first **Class Schedule Search** page is displayed. Choose a term from the **Search by Term** pull-down list. Click the **Submit** button.
2. The second Class Schedule Search page is displayed. On this page choose from a variety of course characteristics to narrow your search. At a minimum, at least one selection must be made from the *Subject* pull-down list.
 - In fields with multiple values, more than one value can be selected by using the Shift key (to select consecutive values) and/or Ctrl Key (to select non-consecutive values).

- In fields where you are permitted to enter values, you may use the wildcard character (%). For example, a search for 2% in the course number field will retrieve all course numbers beginning with '2' within the subject you have chosen. Search for %introduction% in the title field will retrieve all courses with the word 'introduction' in the title within the subject you have chosen.

Click the **Class Search** button.

3. The **Class Schedule Listing** page displays the courses and related information found using the search criteria you entered on the **Class Schedule Search** page. This page includes general information about the course, section comments, course scheduled meeting time(s), and assigned instructor.

If you select the link composed of the subject, course number, and title, the **Detailed Class Information** page is displayed. In addition to general information, this page includes Registration Activity (Course capacity, actual enrollment, remaining seats and Waitlist capacity, actual waitlisted and number of remaining waitlist seats), any restrictions, prerequisites, co-requisites, course fees, and lab fees.

If you select the **View Catalog Entry** link, the **Catalog Entries** page, with information from the UM-Dearborn Catalog, is displayed for the course.

If you select the **Syllabus Available** link (if available), the **Syllabus Information** page is displayed.

You may also select either the **Return to Previous** link or the **New Search** link.

- **Return to Previous** causes the second **Class Schedule Search** page to be displayed.
 - **New Search** causes the first **Class Schedule Search** page to be displayed.
4. If available, the following links can be selected to go to the UM-Dearborn **Catalog Entries** page for the selected course:
 - Prerequisites
 - Corequisites

You can also select either the **Return to Previous** link or the **New Search** link.

- **Return to Previous** causes the **Class Schedule Listing** page to be displayed.
- **New Search** causes the **Class Schedule Search** page to be displayed.

If you choose the **Syllabus Available** link (if available) on the **Detailed Class Information** page, the **Syllabus Information** page is displayed. This page displays course and/or syllabus information that has been posted by the instructor.

You may also select either the **Return to Previous** link or the **New Search** link.

- **Return to Previous** causes the **Detailed Class Information** page to be displayed.
- **New Search** causes the **Class Schedule Search** page to be displayed.

D. [Course Catalog Outside of Secure Area](#)

1. Go to **UM-Dearborn Connect**
2. From the Main Menu select **Course Catalog**

Course Catalog Search

The following procedure explains how to search for courses in the **Course Catalog**.

1. The **Catalog Term** page is displayed. Choose a term from the **Search by Term** pull-down list, and then select the **Submit** button.
2. The **Search for Courses** page is displayed. On this page choose from a variety of course characteristics to narrow your search. At a minimum, at least one selection must be made from the **Subject** pull-down list.
 - In fields with multiple values, more than one value can be selected by using the Shift key (to select consecutive values) and/or Ctrl Key (to select non-consecutive values).
 - In fields where you are permitted to enter values, you may use the wildcard character (%). For example, a search for 2% in the course number field will retrieve all course numbers beginning with '2' within the subject you have chosen. A search for %introduction% in the title field will retrieve all courses with the word 'introduction' in the title within the subject you have chosen.

Select one of the buttons at the bottom of the page.

- **Get Courses** causes the **Catalog Entries** page to display.
- **Reset** clears the choices made so that you may begin again.

The **Catalog Entries** page is displayed with the course(s) and related information found using the search criteria specified on the **Search for Courses** page.

If you select the link composed of the subject, course number, and title, the **Detailed Course Information** page is displayed.

If you select a schedule-type link, the **Class Schedule Listing** page for the course is displayed.

You may select the Return to Previous link or the New Search link.

- **Return to Previous** causes the **Search for Courses** page to be displayed.
- **New Search** causes the **Catalog Term** page to be displayed.

3. The **Detailed Course Information** page displays further information about the course selected on the **Catalog Entries** page.

If available, the following links can be selected:

- **Schedule Type:** to go to the **Class Schedule Listing** in the **Class Schedule**
- **Prerequisites:** to go to the **Catalog Entries** page in the **Course Catalog**
- **Corequisites:** to go to the **Catalog Entries** page in the **Course Catalog**

You may select the **Return to Previous** link or the **New Search** link.

- **Return to Previous** causes the **Catalog Entries** page to be displayed.
- **New Search** causes the **Catalog Term** page to be displayed.

4. The **Class Schedule Listing** page displays the specific section(s) available for the term and related information for the schedule type selected on the **Detailed Course Information** page.

You may select the **Return to Previous** link or the **New Search** link.

- **Return to Previous** causes the **Detailed Course Information** page to be displayed.
- **New Search** causes the **Catalog Term** page to be displayed.

II. Faculty Services Menu

A. Class Roster/Class List

The **Detail Class List** and the **Summary Class List** provides to instructors a detailed (includes student information) or a summary listing of students who are registered for a specified course and term. This page displays student names in the order by which they registered for the course, or in alphabetical order. To view information about a different course, select **CRN Selection**, then choose a different CRN, click **Detail** or **Summary Class List**.

To access this information:

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Detail Class List** or **Summary Class List** link from the **Faculty Services** menu.

If you have not selected a term during the current Web session, the **Select Term** page is displayed first; if a term has been selected, that term is used. If you have not selected a CRN during the current Web session, the **Select a CRN** page is displayed; if a CRN has been selected, that CRN is used.

You may view only class lists or courses to which you have been assigned for the selected term. If you are teaching a course that has not been assigned to you, please contact your department.

Both the **Detail** and **Summary Class Lists** contain enrollment count information. Additional information can be accessed by clicking the title of the course until you navigate to the Class Schedule **Detailed Class Information** page where enrollment and waitlist counts are displayed.

From the **Detail** and **Summary Class Lists**, you may email students individually (click on the email icon next to the student's information) or you may email your entire class (click on the email icon at the bottom of the page with the notation 'Email Class'). For additional information, please see the instructions for [Sending E-mail to All Students](#).

B. Wait List

The **Detail Wait List** and the **Summary Wait List** provide to instructors a detailed (includes student information) or a summary listing of students who are wait listed for a specified course and term. This page displays student names in the order by which they waitlisted for the course, or in alphabetical order. To view information about a different course, select **CRN Selection**, choose a different CRN, click **Detail** or **Summary Wait List**).

The **Detail Wait List** can be used to determine the chronological order of students on the wait list. You may use the Registration Status (shows the date and time students wait listed), or the Registration Number (sequence by which students waitlisted the course).

To access this information:

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Detail Wait List** or **Summary Wait List** link from the **Faculty Services** menu.

If you have not selected a term during the current Web session, the **Select Term** page is displayed first; if a term has been selected, that term is used. If you have not selected a CRN during the current Web session, the **Select a CRN** page is displayed; if a CRN has been selected, that CRN is used.

You may view only wait lists or courses to which you have been assigned for the selected term. If you are teaching a course that has not been assigned to you, please contact your department.

Both the **Detail** and **Summary Wait Lists** contain enrollment count information. Additional information can be accessed by clicking the title of the course until you navigate to Class Schedule **Detailed Class Information** page where enrollment and waitlist counts are displayed.

From the **Detail** and **Summary Wait Lists**, you may email students individually (click on the email icon next to the student's information) or you may email your entire class (click on the email icon at the bottom of the page with the notation Email Wait Listed Students). For additional information, please see the instructions on [Sending E-mail to All Waitlisted Students](#).

C. [Teaching Schedule](#)

The **Faculty Detail Schedule** and **Week at a Glance** menu items both provide you with information on course(s) you are teaching, but in different formats.

[Faculty Detail Schedule](#)

The **Faculty Detail Schedule** provides detailed information about the course(s) that you are scheduled to teach for the specified term. If the days, times, or location of a course have not been determined, TBA (To Be Announced/Arranged) displays. If information is not available, N/A (Not Available) displays. Choose the **Term Selection** link from the **Faculty Services** menu to view information about a different term.

The **Faculty Detail Schedule** contains enrollment count information. Additional information, including enrollment and waitlist counts can be accessed by clicking the title of the course until you navigate to the Class Schedule **Detailed Class Information** page.

The **Syllabus** and **Office Hour** pages can be accessed from this page. The Syllabus indicator is displayed as a hyperlink to the **Syllabus Information** page. The **Office Hour** indicator is displayed as a hyperlink to the **Office Hours** page. If you have **not** set up a URL link for your course information on the web, or if you have not set up office hours, the word '**Add**' is displayed. If you have entered a URL link for your course information on the web, or if you have set up office hours, the word '**Maintain**' is displayed. For additional information, please see the section on [Entering Syllabus Information and Recording Office Hours](#).

[Week at a Glance](#)

This page provides a schedule in table format of the courses you are scheduled to teach for the specified term. Courses for which no times have been designated will also be listed. If no location has been designated, TBA (To Be Announced/Arranged) displays below the course subject and number. Choose **Faculty Detail Schedule** for a more detailed display of your entire schedule. Select the corresponding course code in the schedule table to view more detailed information about a particular course. Choose the **Term Selection** link from the **Faculty Services** menu to view information about a different term.

The **Week at a Glance** schedule cannot display multiple records. Courses that are displayed under the heading 'Courses with Time Conflicts' are those for which meeting times overlap.

The **Go to** field allows you to specify a date to which you wish to navigate. When the new week is displayed, the "**Week of**" heading changes to represent the Monday of the corresponding week for the

date requested. For example, if [Wednesday] Sept. 15, 2004 is selected, the heading says, “Week of Sept. 13, 2004” [Monday].

The numbers displayed in parentheses after the “**Week of**” heading represent which week is being viewed within the date range of all classes displayed.

If you enter a date past the last date for which there is information, the system displays the last existing week. Likewise, if you enter a date that falls before the first week, the first week is displayed.

To access this information:

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Faculty Detail Schedule** or **Week at a Glance** link from the **Faculty Services** menu.

D. Final Grades

The University of Michigan –Dearborn faculty report final grades using the **UM-Dearborn Connect** system. The information and instructions on how to use web grading is located on the **Web for Faculty Resources** web site at http://www.umd.umich.edu/registration/faculty/faculty_home.htm .

E. Faculty Grade Summary

Faculty can view a summary grade sheet for students enrolled in their course(s). The Faculty Grade Summary page, located on the Faculty Services menu within **UM-Dearborn Connect**, displays for a course each student’s Midterm/Early Warning grade, the final grade issued by the faculty member, and the grade in Academic History. The Academic History grade will reflect the final grade, which will include any grade changes submitted by the faculty member.

To access this information:

4. Enter the **Secure Area** in **UM-Dearborn Connect**
5. Select **Faculty & Advisors** Menu
6. Select **Faculty Grade Summary**.

F. Email All Students in a Class

You may email your entire class from the **UM-Dearborn Connect** system or you may email a student individually.

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select one of the following links:


- Detail Class List
- Summary Class List

4. When the **Select Term** page is displayed, select the appropriate term.

Note: If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term by selecting the **Term Selection** link on the **Faculty Services** menu.

Please refrain from sending email messages to students enrolled in courses that were taught in the past. Email addresses for these students may be inaccurate or no longer exist. If a student

does not have an email icon next to their name, the University of Michigan –Dearborn does not have a valid email address for that student in the system.

5. When the system displays the selected page, select the **Email class**  link (located at the bottom of the page). The system launches a new email in your email program with all students in the class who have valid addresses in our system.

Note: When the system launches a new email, please note that all addresses are set up to be sent via BCC (blind carbon copy). This method keeps all email addresses for students private to the receiver. Please be sure to check that your mail server supports this feature.

Recommended Email program:

Mozilla 1.3.1 or higher

Additional Email programs:

Netscape 4.75 or higher

Outlook 6 or higher

Mulberry 2 or higher

Eudora 5 or higher

6. Compose and send the e-mail as usual. You can select a different CRN (course) by selecting the CRN Selection link on the Faculty Services menu.

Note: Within the web system, students can also email you. If you are not using your UM-D email account, please have your UM-D email forwarded. Instructions for forwarding your email can be found on the ITS web site: www.its.umd.umich.edu.

G. E-mail All Waitlisted Students for a Class


You may email all students on your waitlist from the **UM-Dearborn Connect** system or you may email a waitlisted student individually.

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors Menu**
3. Select one of the following links:

- Detail Wait List
- Summary Wait List

4. When the Select Term page is displayed, select the appropriate term.

Note: If you have previously selected a term, the system uses that term and does not display the **Select Term** page. You can change the term using the **Term Selection** link on the **Faculty Services** menu.

5. When the system displays the selected page, select the **Email wait listed students**  link (located near the bottom of the page).

The system launches a new email in your email program with all waitlisted students who have a valid email addresses in our system.

Note: When the system launches a new email, please note that all addresses are set up to be sent via BCC (blind carbon copy). This method keeps all email addresses for students private to the receiver. Please be sure to check that your mail server supports this feature.

Recommended Email program:

Mozilla 1.3.1 or higher

Additional Email programs:

Netscape 4.75 or higher

Outlook 6 or higher

Mulberry 2 or higher

Eudora 5 or higher

6. Compose and send the e-mail as usual. You can select a different CRN (course) by selecting the **CRN Selection** link on the **Faculty Services** menu.

Note: Within the web system, students can also email you. If you are not using your UM-D email account, please have your UM-D email forwarded. Instructions for forwarding your email can be found on the ITS web site: www.its.umd.umich.edu.

H. Recording Office Hours

Your office hours can be recorded in the system for students to view. Following is information on how to enter or modify office hour(s) information:

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Office Hours** link from the **Faculty Services** menu.

If a term has not been selected, the system displays the **Select Term** page, on which you must select the desired term. If a CRN has not been selected, the system displays the **Select a CRN** page, from which you must select the desired CRN for the course you wish to view. Once a CRN has been selected, the Office Hours page is displayed.

4. Enter data in the following fields:
 - From Time (Please use military time)
 - To Time (Please use military time)
 - Day of Week
 - Contact Telephone Number (from the pull-down list)
 - Location
 - From Date
 - To Date
5. Select the **Display** checkbox to allow your office hours to be available for students to view on the Web
6. Click the Submit button to save your changes. Your office hours are now available for students to view.

If you do not want your office hours to be viewed on the web, clear the **Display** checkbox. Click the **Submit** button to save your changes.

You may want to leave the **Display** checkbox clear if, for example, the term has not started and you are not yet certain of your office hours. You may enter and save your entry on the screen and return at a later date to modify/change, and select the **Display** checkbox for viewing.

7. To copy your office hours to another class, select the class from the Copy To pull-down list. *Note: Please pay particular attention to the term attached to the course(s) in the pull-down list. All of your previous and future term courses are in the list.*
8. Click the **Submit** button to save the changes.

I. Entering Syllabus Information

This page is used to maintain syllabus information (by allowing you to enter the URL for your course web site). There are also fields to enter your learning objectives, required materials, and technical requirements (if any) for your course. The URL for your course web site may be typed in or copied from another source and pasted in. All students enrolled or waitlisted in your course will have a direct link from **UM-Dearborn Connect** to your site.

To enter or modify this information:

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Syllabus Information** link from the **Faculty Services** menu.

Note: Other web pages in the **Faculty & Advisor** menu also include links to this page. Wherever an **Add** or **Maintain** link is displayed in the Syllabus field on a web page, it can be selected to go to the **Syllabus Information** page.

If a term has not been selected, the system displays the **Select Term** page, on which you must select the desired term. If a CRN has not been selected, the system displays the **Select a CRN** page, on which you must select the desired CRN.

4. Once the Syllabus Information page is displayed, enter your data in as many of the following fields as desired:
 - Course URL (always include http://)
 - Learning Objectives
 - Required Materials
 - Technical Materials

Important Note: Please **do not** enter or change information in the **Long Section Title** box.

5. Select the Submit button to save the changes.

J. View Active Assignments

This page lists your class assignments for the past few semesters. There is no term-selection requirement. The system lists the earliest terms first.

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Active Assignments** link from the **Faculty Services** menu.

The Course Title - is a hyperlink to the **Class Schedule Listing** page.

The CRN (Course Reference Number) - is a hyperlink to the **Faculty Detail Schedule** Page.

The Syllabus - If you have **not** set up a URL link for your course web site, the word **Add** is displayed. If you have set up a syllabus, the word **Maintain** is displayed. In both cases, the word is displayed as a hyperlink to the **Syllabus Information** page.

Office Hours - If you have **not** set up office hours for your course, the word **Add** is displayed. If you have set up office hours, the word **Maintain** is displayed. In both cases, the word is displayed as a hyperlink to the **Office Hours** page.

Roster - If a class list exists for the course, the word **Classlist** is displayed as a hyperlink to the **Summary Class List** page. If a waitlist exists for the class, the word **Waitlist** is displayed as a hyperlink to the **Summary Wait List** page.

Detail Schedule - The word **Display** is displayed as a hyperlink to the **Faculty Detail Schedule** page.

K. [View Assignment History](#)

This page displays a list of your class assignments for the past few semesters, regardless of status or term. The most recent term is displayed first.

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select the **Assignment History** link from the **Faculty Services** menu.

The CRN (Course Reference Number) - is displayed as a hyperlink to the **Faculty Detail Schedule** page.

The Course Subject and Number - Course Subject code and course number are displayed as a hyperlink to the **Class Schedule Listing**.

L. [Viewing Course Catalog and Class Schedule within the Secure Area](#)

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Faculty & Advisors** Menu
3. Select **Course Catalog** or **Class Schedule** link from the **Faculty Services** menu.

[To Search the Course Catalog for Courses](#), please see section I., D. Course Schedule Search (page 4).

[To Search the Class Schedule for Courses](#), please see section I., C. Class Schedule Search (page 3).

III. Personal Information Menu

A. Change Security Question

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Personal Information** Menu
3. Select **Change Security Question**

To modify/change your security question and answer:

1. Select **Change Security Question** from the **Personal Information** page. The **Security Question and Answer** page displays, showing the old question and answer.
2. Enter the new question in the **New Question** field.
3. Enter the corresponding answer in the **New Answer** field.
4. Select **Submit** to save your changes.

If you select the **Reset** button at the bottom of the page, any information you have entered into the fields will be deleted.

B. Update Emergency Contacts

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Personal Information** Menu
3. Select **Update Emergency Contacts**

This page lets you update your emergency contact information in the **UM-Dearborn Connect** system. Your contacts (if any) are listed. Select the name of the contact to be updated, or select **New Contact** to add a contact.

Enter or change the information about the contact. To change the order in which the contacts are listed, modify the number in the **Order** field. When you have finished, select **Submit** to save your changes.

C. Update Marital Status

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Personal Information** Menu
3. Select **Update Marital Status**

This page will update your current Marital Status information. You may update your marital status by selecting a status from the pull-down menu and then selecting '**Update Marital Status**'. If you wish to restore the current status before submitting an update, press '**Reset**'.

D. Change Your Pin

1. Enter the **Secure Area** in **UM-Dearborn Connect**
2. Select **Personal Information** Menu
3. Select **Change Your PIN**

To change your Personal Identification Number (PIN)

- Enter your old PIN
- Enter a new PIN
- Enter the new PIN for a second time to verify the change
- Select Change PIN

Your PIN will be changed if the following are true:

- The old PIN is your current PIN
- Both instances of the new PIN are identical

V. Web site: Web for Faculty Resources

The **Web for Faculty Resources** web site is located at:
http://www.umd.umich.edu/registration/faculty/faculty_home.htm

You may also access this site from the UM-Dearborn homepage (www.umd.umich.edu) From the homepage, click **Faculty and Staff**, click **Academic and Instructional Resources**, click **Web for Faculty Resources**.

This site was created as a resource for information and instructions to assist you with the **UM-Dearborn Connect** system. The site includes information on web grading and will keep you up-to-date on any new features or changes in **UM-Dearborn Connect**. The site will always contain the following:

Web Grading Resources including:

- Web Grading Instructions (in PDF format)
- Web Grading Tutorial
- Preliminary/General Web Grading Information
- Tips for Successful Web Grading
- Faculty Course Assignments (in PDF format) – which allow you to view which courses are assigned to you in **UM-Dearborn Connect**.

Request/Contract for "I" or "X" (Incomplete or Missed Final Exam) – can be printed and used for final grading.

PIN Information

UM-Dearborn Connect Faculty Information

UM-Dearborn Connect General Information